



## **Finance Officer**

**Based in London – Head Office, N1**

**Sessional Hours**

**£14.25 per hour**

**Sessional Contract**

Family Action has been a leading provider of services to disadvantaged and socially isolated families since its foundation in 1869. We work with over 45,000 children and families a year by providing practical, emotional and financial support through over 100 services based in communities across England.

A further 150,000 people benefit from our educational grants and information service. We tackle some of the most complex and difficult issues facing families today – including domestic abuse, mental health problems, learning disabilities and severe financial hardship.

The Finance departments provide the complete finance function to the whole organisation overseeing over 165 services across England, addressing all issues and processing payments to meet the demands of staff and external agencies.

Your key responsibilities will include month-end processes, account reconciliations, monitoring returns, maintaining the staff database, payroll calculations and ensuring accurate and timely information is processed with attention to detail.

Good level of competence in Microsoft Office and proficient in Excel. Able to work under pressure, achieve targets and meet deadlines. You will be a confident communicator and comfortable working in a team environment.

We are forward looking, ambitious and with a commitment to continuous improvement. We are a people focused, can-do organisation, which strives for excellence in all we do and operate with mutual respect. If you share these values and behaviours and have the necessary skills then we look forward to hearing from you.

**For an application pack and further information, please visit:**

**[www.family-action.org.uk/workingwithus](http://www.family-action.org.uk/workingwithus)**

**Please email completed applications to:**

**[completed.application28@family-action.org.uk](mailto:completed.application28@family-action.org.uk)**

**Closing date: Ongoing**

**Interview date: Ongoing (TBC after receipt of application form)**

*Family Action offers good working conditions, a comprehensive training programme and a Group Personal Pension Scheme (GPPS). We welcome applications from all sections of the community.*